

YE - A-8 – ACCRUE EXPENDITURES (NO ACTIVE POs)

Source Document: Goods and Services Invoices
 Interagency Services Invoices
 Payroll/Travel Invoices

Module: General Ledger (GL)

Roles: GL Journal Processor
 GL Journal Approver

Purpose: At year-end, the A-8 entry accrues actual and estimated expenditures as Accounts Payable or various Due To accounts for goods and services received as of June 30, but not vouchered for payment by June 30. The A-8 entry should be entered in the GL module in period 998 and reversed in Period 1 of the new fiscal year.

Collect all invoices with no active POs that need to be accrued at year-end, and identify the invoice type, such as goods and services, payroll, travel, and interagency services. This ensures that the correct Chartfields will be used when posting the journal entries.

The A-8 entry will debit an expenditure account, and credit a current liability account. The journal entries will look like this based on the invoice type:

Payroll

Debit 51xxxxx Personal Services
Credit 2000100 Accrued Accounts Payable

Travel

Debit 5320xxx Travel
Credit 2000100 Accrued Accounts Payable

Interagency Services *(with State Departments)*

Debit 53xxxxx Operating Expense and Equipment *

Credit 2010000 Due to Other Funds *

Credit 2011000 Due to Other Appropriations within Same Fund *

** Include Affiliate and Fund Affiliate ChartFields on journal line. This information is required to complete the year-end Subsidiaries on File and Due To/Due From reports.*

Goods and Services

Debit 53xxxxx Operating Expense and Equipment

Credit 2000100 Accrued Accounts Payable (*Corporations, Exempt Corps, Individual/Sole Proprietor, Partnerships, Estate of Trust, or Employee*)

Credit 2020000 Due to Federal Government (*Federal Agency*)

Credit 2021000 Due to Local Government (*Local Government Agencies, including Cities and Counties*)

Credit 2024000 Due to Other Governmental Entities (*Other Governmental Agencies, including school districts, Community Colleges, UC/Regents, and other State Govts.*)

To ensure that the appropriate current liability account is used for the A-8 entry on goods and services invoices, the supplier classification should be identified from the Suppliers module in FI\$Cal.

To look up the **Supplier classification** for goods and services invoices, the steps are:

- 1 – Navigate to Suppliers > Supplier Information > Add/Update > Review Suppliers
- 2 – Enter the supplier ID in the **Supplier ID** field
- 3 – Click **Search**, and the supplier information should populate
- 4 – Click the **Additional Supplier Info** tab to view supplier classification. With this information, goods and services invoices can be grouped by supplier type to reduce the amount of accrual entries.

1 Main Menu > Suppliers > Supplier Information > Add/Update > Review Suppliers

Review Suppliers

Search Criteria

*SetID

Supplier ID 2

Short Name

Classification

Type

Persistence

Equal to

Name

Withholding Name

Supplier Status

Customer Number

ID Type

VAT Registration ID

Withholding Tax ID

Address

City

Country

State

Postal

Bank Account #

Max Rows

3

Search Results

Personalize | Find | View All |

First 1-3 of 3 Last

Status	Classification	Persistence	AR Number	Withholding	Withd Name	VAT Supplier	Open For Ordering	Sanctions Status
Approved	Corporation	Regular		<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Valid
Approved	Corporation	Regular		<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Valid
Approved	Corporation	Regular		<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Valid

4

Once the invoices have been separated by type and supplier classification for goods and services invoices, the GL Processor can proceed with entering the journal entries in the GL Module.

To enter the **A-8 journal entry**, the steps for the GL Processor are:

- 1** – Navigate to General Ledger > Journals > Journal Entry > **Create/Update Journal Entries**
- 2** – Enter your **Business Unit**
- 3** – The **date** should be **6/30/20XX**
- 4** – Click **Add**

1

Favorites ▾ Main Menu ▾ > General Ledger ▾ > Journals ▾ > Journal Entry ▾ > Create/Update Journal Entries

FISCal

Create/Update Journal Entries

Find an Existing Value Add a New Value

Business Unit 8860 **2**

Journal ID NEXT

Journal Date 06/30/20XX **3**

Add **4**

The GL Processor will create the **journal header**. The steps are:

- 1** – Enter a **Long Description** for the A-8 entry
- 2** – Change the adjusting entry to **Adjusting Entry**
- 3** – Enter the source: **ACC**
- 4** – Change the period to **998**

Favorites ▾ Main Menu ▾ > General Ledger ▾ > Journals ▾ > Journal Entry ▾ > Create/Update Journal Entries

Header Lines Totals Errors Approval

Business Unit 8860 Department of Finance Journal ID NEXT Journal Date 06/30/20XX

Journal Description/Legal Authority and Reason for Request **FY 20XX A8 Accounts Payable Accrual** **1** 219 characters remaining

*Ledger Group MODACCRL **Adjusting Entry** **2**

Ledger Fiscal Year 20XX

SCO Type of Transaction Period **998** **4**

*Source **ACC** **3** ADB Date 06/30/20XX

Reference Number/SCO TC ☐ Auto Generate Lines

Journal Class ☐ Save Journal Incomplete Status

PS TC GL ☐ Autobalance on 0 Amount Line

SJE Type ☐ CTA

Currency Defaults: USD / CRRNT / 1

Attachments (0)

Reversal: Do Not Generate Reversal Commitment Control

The GL Processor will enter the **journal lines**. The steps are:

- 1 – Click on the **Lines** tab.
- 2 – Enter **Debit** line: Approp Ref, Fund, ENY, Account, Program, Rptg Structure, Amount (if applicable, enter Affiliate, and Fund Affiliate)
- 3 – Click on **+** to insert a line
- 4 – Enter additional **DR lines** as necessary
- 5 – Insert a line and enter the **Credit line** to record the current liability account. Remember to use the appropriate liability account for your invoice type and supplier.

Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Header **1** **Lines** Totals Errors Approval

Unit 8860 Journal ID NEXT Date 06/30/20XX
 Template List Search Criteria Change Values View Audit Logs
 Inter/IntraUnit *Process Edit Journal Process Line 3

Lines Personalize Find

Select	Line	*Unit	*Ledger	Approp Ref	Fund	ENY	Account	Alt Acct	Program	Rptg Structure	Amount	Budget Date
2	1	8860	MODACCRL	001	0001	20XX	5150700	000000	6770010	88604000	2,900.00	06/30/20XX
4	2	8860	MODACCRL	001	0001	20XX	5340330	000000	6770010	88604000	470.00	06/30/20XX
5	3	8860	MODACCRL	001	0001	20XX	2000100	000000	6770010	88604000	-3,370.00	06/30/20XX

Lines to add 1 **3** + -

Totals Personalize Find View All First 1 of 1 Last

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
8860	3	3,370.00	3,370.00	N	N

** For Interagency Services, the debit and credit lines should include Affiliate, and Fund Affiliate ChartFields. This information is required to complete the year-end Subsidiaries on File and Due To/Due From reports.*

The GL Processor will run the **Edit Journal** process. The steps are:

- 1** – Select **Edit Journal**
- 2** – Click **Process**
- 3** – Check that the Journal Status and Budget Status show “V” for Valid once the Edit process is complete.
- 4** – The system will assign a Journal ID. Write down the Journal ID on your invoice for reference.

Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Unit 8860 Journal ID 0000500655 **4** Date 06/30/20XX
 Template List Search Criteria Change Values View Audit Logs

Inter/IntraUnit *Process Edit Journal **1** Process **2** Line 3

▼ Lines Personalize | Find | [Grid Icon]

Select	Line	*Unit	*Ledger	Approp Ref	Fund	ENY	Account	Alt Acct	Program	Rptg Structure	Amount	Budget Date
<input type="checkbox"/>	1	8860	MODACCRL	001	0001	20XX	5150700	000000	6770010	88604000	2,900.00	06/30/20XX
<input type="checkbox"/>	2	8860	MODACCRL	001	0001	20XX	5340330	000000	6770010	88604000	470.00	06/30/20XX
<input type="checkbox"/>	3	8860	MODACCRL	001	0001	20XX	2000100	000000	6770010	88604000	-3,370.00	06/30/20XX

Lines to add 1 [Add] [Minus] [Grid Icon]

▼ Totals Personalize | Find | View All | [Grid Icon] First 1 of 1 Last

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
8860	3	3,370.00	3,370.00	V 3	V

The GL Processor will submit the **Journal for approval**. The steps are:

1 – Select **Submit Journal**

2 – Click **Process**. The journal will workflow to the GL journal approver, and your journal will show as Pending. Once approved and the journal has gone through the batch process (adhoc or overnight), the Journal Status will show as “P” for Posted.

Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Header Lines Totals Errors Approval

Unit 8860 Journal ID 0000500655 Date 06/30/20XX
 Template List Search Criteria Change Values View Audit Logs

Inter/IntraUnit *Process **Process** **2** Line 3

▼ Lines

Select	Line	*Unit	*Ledger	AR	Alt Acct	Program	Rptg Structure	Amount	Budget Date
<input type="checkbox"/>	1	8860	MODACCRL	0	000000	6770010	88604000	2,900.00	06/30/20XX
<input type="checkbox"/>	2	8860	MODACCRL	0	000000	6770010	88604000	470.00	06/30/20XX
<input type="checkbox"/>	3	8860	MODACCRL	1	000000	6770010	88604000	-3,370.00	06/30/20XX

▼ Lines to add 1 + -

▼ Totals

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
8860	3	3,370.00	3,370.00	V	V

Personalize | Find | View All | First 1 of 1 Last

Reversing Entries in the New Year

After the A-8 entry is approved and posted in Period 998, the **GL Journal Processor** will copy the journal to create the manual reversal entries in Period 1.

Accrual journal entries must be manually reversed in Period 1 of the new fiscal year.

Note:

- **DO NOT** use the “automated reversal” option. This method will create budget check errors in the new year.
- Year-End accrual entries in Period 998 and the reversal entries Period 1 should net to zero.

To create the reversal entry in Period 1 of the next fiscal year, the steps are:

- 1 – Navigate to General Ledger > Journals > Journal Entry > Create/Update Journal Entries, and click on the **Find an Existing Value** tab
- 2 – Input the journal ID to retrieve the A-8 entry
- 3 – Click **Search**. The A-8 entry should appear.
- 4 – Click on the **Journal ID**

1

Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Find an Existing Value | Add a New Value

▼ Search Criteria

Business Unit = 8860

Journal ID begins with 0000500655 2

Journal Date =

Document Sequence Number begins with

Line Business Unit =

Journal Header Status =

Budget Checking Header Status =

Source =

Message Code begins with

Entered By begins with

Attachment Exist =

☐ Case Sensitive

3 Search Clear Basic Search Save Search Criteria

Search Results

View All

Business Unit	Journal ID	Journal Date	UnPost Sequence	Document Sequence Number	Line Business Unit	Journal Header Status	Budget Checking Header Status	Ledger Group	Source	Message Code	Currency Code	Journal Total Lines	Journal Total Debits	Journal Net Statistical Units	Journal Description
8860 4	0000500655	06/30/20XX0		(blank)	8860	Posted	Valid	MODACCRL ACC		(blank)	USD	3	3370	0	FY20XX A8 Accounts

The GL Processor should copy the A-8 entry:

- 1** – Go to the **Lines** tab
- 2** – In the Process field, select **Copy Journal**
- 3** – Click **Process**

Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Header **1** **Lines** Totals Errors Approval

Unit 8860 Journal ID 0000500655 Date 06/30/20XX
 Template List Search Criteria Change Values View Audit Logs

Inter/IntraUnit *Process **2** **Copy Journal** **Process** **3** Line 3

Select	Line	*Unit	*Ledger	Alt Acct	Program	Rptg Structure	Amount	Budget Date
<input type="checkbox"/>	1	8860	MODACCRL	000000	6770010	88604000	2,900.00	06/30/20XX
<input type="checkbox"/>	2	8860	MODACCRL	000000	6770010	88604000	470.00	06/30/20XX
<input type="checkbox"/>	3	8860	MODACCRL	000000	6770010	88604000	-3,370.00	06/30/20XX

Lines to add 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
8860	3	3,370.00	3,370.00	P	V

Edit the Journal Entry copy:

- 1** – Change the date to **07/01/20XX** for Period 1 of the new fiscal year.
- 2** – Check the **Reverse Signs** box
- 3** – Click **OK**

Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Journal Entry Copy

Business Unit 8860 Copy From ID 0000500655 Copy From Date 06/30/20XX

Journal ID NEXT

Journal Date **07/01/20XX** **1**

ADB Date

Currency Effective Date

Ledger **2** ☒ Reverse Signs

New Ledger

Document Type

☐ Recalculate Budget Date

☐ Save Journal Incomplete Status

Reversal Date

☒ Do Not Generate Reversal

☐ Beginning of Next Period

☐ End of Next Period

☐ Next Day

☐ Adjustment Period

☐ On Date Specified By User

Adjustment Period

Reversal Date

ADB Reversal Date

☒ Same As Journal Reversal

☐ On Date Specified By User

ADB Reversal Date

3

The GL Processor should updated the Header page:

- 1** – Change the **Long Description** to reference the A-8 entry
- 2** – Change the adjusting entry to **Non-Adjusting Entry**
- 3** – The fiscal year should be the new fiscal year
- 4** – Source should remain ACC. Transactions entered as ACC in 998 are reversed as ACC. If not, this may cause reconciliation issues and require extra posting.
- 5** – Period should be 1

[Favorites](#) > [Main Menu](#) > [General Ledger](#) > [Journals](#) > [Journal Entry](#) > [Create/Update Journal Entries](#)

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

Business Unit 8860 Department of Finance **Journal ID** NEXT **Journal Date** 07/01/20XX

Journal Description/Legal Authority and Reason for Request Reverse JRNL 0000500655 (FY20XX A8 Accounts Payable Accrual) **1** 219 characters remaining

***Ledger Group** MODACCRL **Adjusting Entry** Non-Adjusting Entry **2**

Ledger **Fiscal Year** 20XX **3**

SCO Type of Transaction **Period** 1 **5**

***Source** ACC **4** **ADB Date** 07/01/20XX

Reference Number/SCO TC ☐ Auto Generate Lines

Journal Class ☐ Save Journal Incomplete Status

PS TC GL ☐ Autobalance on 0 Amount Line

SJE Type ☐ CTA

Currency Defaults: USD / CRRNT / 1
 Attachments (0)
 Reversal: Do Not Generate Reversal Commitment Control

The GL Processor should run the Edit process:

- 1** – Go to the **Lines** tab. Notice that the lines are opposite signs of the A-8 entry. The ENY and Budget Date should not be changed, and should match the A-8 entry.
- 2** – Select **Edit Journal**, and click **Process**.
- 3** – Verify that Journal Status and Budget Status shows “V” for Valid once the Edit process is complete.

Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Header **1** **Lines** Totals Errors Approval

Unit 8860 Journal ID 0000500656 Date 07/01/20XX ☐ Errors Only
 Template List Search Criteria Change Values View Audit Logs

Inter/IntraUnit *Process **Edit Journal** **2** **Process** **2** Line 3

▼ **Lines** Personalize | Find |

Select	Line	*Unit	*Ledger	Approp Ref	Fund	ENY	Account	Alt Acct	Program	Rptg Structure	Amount	Budget Date
<input type="checkbox"/>	1	8860	MODACCRL	001	0001	20XX	5150700	000000	6770010	88604000	-2,900.00	06/30/20XX
<input type="checkbox"/>	2	8860	MODACCRL	001	0001	20XX	5340330	000000	6770010	88604000	-470.00	06/30/20XX
<input type="checkbox"/>	3	8860	MODACCRL	001	0001	20XX	2000100	000000	6770010	88604000	3,370.00	06/30/20XX

Lines to add 1

▼ **Totals** Personalize | Find | View All | First 1 of 1 Last

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
8860	3	-3,370.00	-3,370.00	V	V 3

The GL Processor will submit the **Journal for approval**. The steps are:

1 – Select **Submit Journal**

2 – Click **Process**. The journal will workflow to the GL journal approver, and your journal will show as Pending. Once approved and the journal has gone through the batch process (adhoc or overnight), the Journal Status will show as “P” for Posted.

Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Header | Lines | Totals | Errors | Approval

Unit 8860 Journal ID 0000500656 Date 07/01/20XX ☐ Errors Only

Template List Search Criteria Change Values View Audit Logs

Inter/IntraUnit *Process **Process** **2** Line 3

Lines

Select	Line	*Unit	*Ledger	A/R	Alt Acct	Program	Rptg Structure	Amount	Budget Date
<input type="checkbox"/>	1	8860	MODACCRL	0	000000	6770010	88604000	-2,900.00	06/30/20XX
<input type="checkbox"/>	2	8860	MODACCRL	0	000000	6770010	88604000	-470.00	06/30/20XX
<input type="checkbox"/>	3	8860	MODACCRL	0	000000	6770010	88604000	3,370.00	06/30/20XX

Lines to add 1

Totals

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
8860	3	-3,370.00	-3,370.00	V	V

Tips:

- Voucher and submit actual expenditures to SCO by **cutoff dates** if possible. This reduces the amount of A-8 entries for year-end.
- For goods and services invoices, group and post journal entries by supplier classification (e.g. Corporations, Federal Government...etc.).
- Invoices paid by **direct transfer** must be **accrued** in period 998 if SCO does not post journal entries by June 30.
- Record **accrual** entries in **Period 998**, source of **ACC**, and entry of **Adjusting Entry**.
- Record **reversal** entries in **Period 1** of the new fiscal year, source of **ACC**, and entry of **Non-Adjusting Entry**.